

**MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES  
FOIA Coordinator Assignment Sheet**

**DATE:** 5-29-2018  
**TO:** Stephanie Lily  
**FROM:** Kathy Carlson, Asst. FOIA Coordinator  
**SUBJECT:** FOIA Request No. 2018-596 Stevens

**URGENT**  
**LEGALLY MANDATED**  
**RESPONSE MUST BE RECEIVED BY**  
**LEGAL AFFAIRS NO LATER THAN:**  
**June 4th, 2018 by COB**  
**CONVERT ALL E-Mails & RECORDS TO**  
**PDF**

This memorandum represents an official request for information under the Freedom of Information Act (Act 442 of the Public Acts of 1976). Please provide a response by the date indicated in the above box.

Please provide any records and this form **electronically** to:  
[MDHHS-FOIA-Responsive-Documents@michigan.gov](mailto:MDHHS-FOIA-Responsive-Documents@michigan.gov)

*All records must be converted to PDF before submitting.*

**If you cannot respond to this assigned FOIA within the date specified above, please contact the respective Asst. FOIA Coordinator's office via email (MDHHS-FOIA@michigan.gov).**

**Please contact the FOIA office if you believe your response will be voluminous or if you believe another program area should be contacted for responsive records check.**

**PLEASE COMPLETE CERTIFICATION BELOW (to be completed by program staff responding to FOIA request):**

I, hereby certify the following:

☐ All Requested Records Enclosed      ☐ Documents requested do not exist within this area of Dept

☒ Portions of Requested Records Enclosed. Please state which records are enclosed:

Grant Agreement between MDHHS and Real Alternatives for Fiscal Year 2018

☐ Documents not enclosed. Please provide the reason or exemption: \_\_\_\_\_

☐ These documents needed to be printed or photocopied to complete FOIA request.

Katherine Hammond  
Signature (type name for e-signature)

5/30/2018  
Date

Bureau of Grants and Purchasing  
Admin/Bureau/Division/Office

SIGMA Payment Code

Time spent preparing  
FOIA:  
**30 min.**

Hourly wage of the lowest  
paid public body employee  
capable of retrieving the  
information necessary to  
comply with a request:  
**\$21.33/hr**